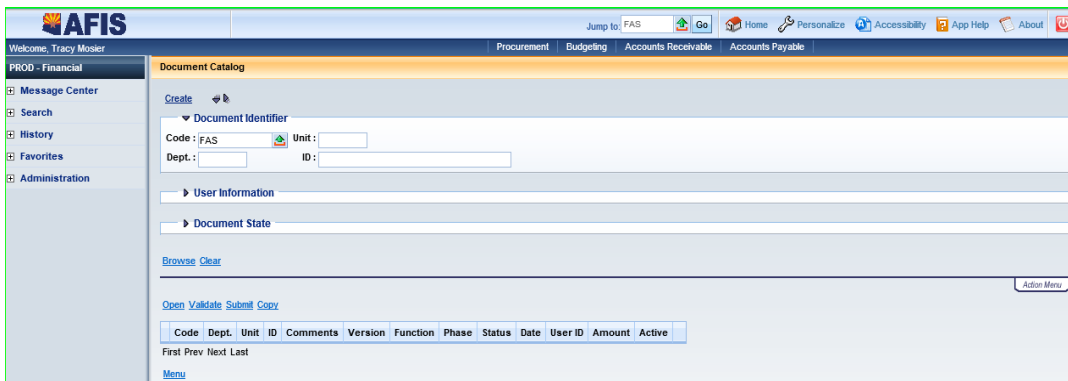# Fixed Asset Shell Processing

Fixed Asset Shells (FAS) are generated automatically when a payment document (PRCPZ1) is processed via ProcureAZ for items on a purchase order that use a commodity code flagged for fixed assets. The purchase order may generate a single or multiple shells for each line depending on quantity approved for payment.

Procedure

A. Log in to AFIS

B. Navigate to the Document Catalog to search for FAS documents.
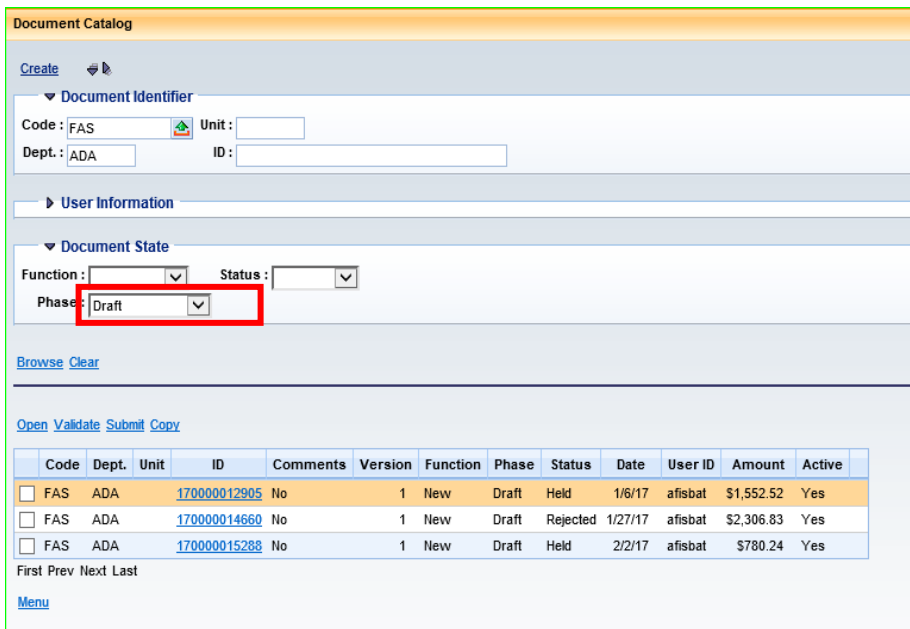
1. In the **Jump to** field, enter **FAS**.
2. In the **Dept.** field, enter **Agency Code**.
3. Click on the **Document State** link to open the section.
4. In the **Phase** dropdown menu, select **Draft**.
5. Click **Browse**.

If there are FAS documents to process, they will appear in the list below:

C. Processing an FAS document.

1. To open a specific record, click on the **Document ID**.
- Determine if the item purchased meets the criteria in *SAAM 25 – Long Lived Assets*. Complete the FAS document according to the options below:
  (1) Complete the shell for an asset that is to be capitalized.
      (a) Use event type **FA01**
      (b) Enter required data in all sections of the document.
      (c) If using fixed asset auto numbering, ensure that the prefix entered matches the first two letters of the department code

ATTENTION**: Regardless of the object used on the PRCPZ1 to purchase the asset, the **Dept. Object** field **MUST** be left blank on the **Accounting Line** and the **Responsibility Center**. Failure to remove the **Dept. Object** will result in the asset not posting depreciation to the correct object (7912)

  (2) Complete the shell for a stewardship item.
      (a) Follow steps in (1)
      (b) On the General Information Tab, verify the **Memo Asset** box is checked
  (3) Complete the shells for items that do not meet the criteria for fixed assets or memo assets
      (a) Unpend the shells using event type **FA14**.
          (i) FAS documents cannot be discarded.

ATTENTION:** When unpending a shell, do not delete any information that was auto-populated by the PRCPZ1 document that created the shell. Removing pre-populated data will result in a validation error when the document is submitted
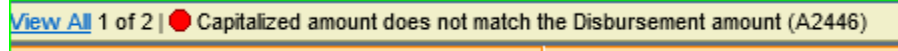
D. Approve FAS document.

1. FA Approver security role is required to approve FAS documents.

Troubleshooting Common Errors

Capitalization amount does not match the Disbursement amount

This error occurs when multiple shells are generated from a single PRCPZ1 document and applies regardless of the event type used to process the document.

A. Clear Capitalized amount error:

1. Click Edit
2. Click Validate

Note: Oftentimes the document needs to recalculate the disbursement amount after the other shells have cleared

B. If the error doesn't clear in step A, adjust the document total manually:

1. Calculate the total amount of all shells created. This amount should match the total disbursement amount on the PRCPZ1
2. Divide the disbursement amount by the number of shells up to 5 decimal places
3. Calculate the total amount of the related line on the purchase order, including tax if necessary
4. Divide the line amount by the number of items on the line up to 5 decimal places
5. Compare the 2 amounts to determine how many residual pennies were dropped off from the shells that processed without a disbursement error
6. Adjust the last shell by the difference between what was posted from the disbursement document and the residual amount that didn't get captured
7. If the shell has multiple accounting lines, this calculation will need to be done for each line

FA Number found on FAR

This indicates that the fixed asset number is already in use for the combination of event type and component number entered.
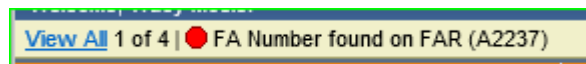
A. Clear FA Number error:

1. Validate the event type is correct.
- FA01 – FA Acquisition, new asset (must have a unique FA #) or component
- FA02 – FA Betterment
- FA14 – Unpend shell

Additional Resources

State of Arizona Accounting Manual (SAAM)

The SAAM is located on the GAO website under Publications https://gao.az.gov/publications/saam.

GAO Agency AFIS Liaison

The GAO Agency Liaison List is located on the GAO website in the AFIS section
https://gao.az.gov/afis/afis-information.

Online Help in AFIS

Online Help in AFIS can be found by using the following path in AFIS: AFIS App Help > Fixed Assets >
Document Information